



Iowa Department of Transportation

International Fuel Tax Agreement (IFTA) Second Quarter News

July 2011

Online processing

Are you still submitting paper returns and risking unnecessary penalties and interest? **Both the tax return and correct payment (if owed) must be postmarked on or before the due date to avoid penalty, interest and the possibility of being required to post a cash bond for the next four IFTA quarters.** Eliminate these risks and submit your IFTA tax return using the Office of Motor Carrier Services' IFTA/IRP online system.

**Aug. 1 is the deadline
for filing your second
quarter tax return.**



If you are not a current user of the IFTA/IRP online system and are interested in filing online, do not wait until the filing deadline to get your password; call the Office of Motor Carrier Services at 515-237-3268 or e-mail omcs@dot.iowa.gov now. The IFTA Quick Reference Guide Online Transactions is available at www.iowadot.gov/mvd/omcs/iftaweb.pdf.

Once you have your password, log on to the website using the instructions on the next page of this newsletter, **do not follow the instructions on the website where you log on.** Remember to write down your password and keep it in a place where it can be retrieved. It will need to be changed every 240 days.

Help us help you

Any time you are submitting a request or payment to us, please be sure your Client ID is clearly displayed, this will help us to quickly identify your account and process your request.

Motor carrier services has merged

In last quarter's newsletter you were told of plans to combine International Registration Plan (IRP), IFTA, Unified Carrier Registration (UCR), and travel authority services. The merger was completed May 1. The contact number for this area is 515-237-3268. Fax numbers will remain 515-237-3225 for IRP and 515-237-3354 for IFTA/UCR.

IFTA auto upload of tax returns

Our IFTA system allows for uploading individual or multiple tax returns at one time via an imported text file feature. If you keep a separate spreadsheet or program tracking your miles and gallons of multiple units, this feature is for you. As a process agent, imagine filing 500 tax returns in a matter of seconds. *Save time –save money.* For details and assistance, contact Deb Roeder at 515-237-3255 or e-mail omcs@dot.iowa.gov

Reminders

- **IFTA and IRP suspensions**

Under Iowa law, if a carrier has an IFTA suspension for not paying IFTA fees, the carrier will also have an IRP suspension until the debt is satisfied. The law also requires suspension of IFTA if the IRP fees are not paid. This is another reason to file your tax return through the website.

- **Express mail services**

Before using express mail services, customers should check delivery and pick up schedules. Some customers request materials be returned by United Parcel Service's (UPS) express mail; however, UPS does not stop on a daily basis at the Ankeny location. (Reminder: If a customer uses UPS express mail, the address information must be typed on the shipping label and not handwritten.)

Contact the Office of Motor Carrier Services

Phone: 515-237-3268

Fax: 515-237-3354

E-mail: omcs@dot.iowa.gov

Website: iowadot.gov/mvd/omcs

Mailing address

P.O. Box 10382, Des Moines, Iowa 50306-0382

Physical address

6310 SE Convenience Blvd., Ankeny, Iowa 50021
(Exit 89 on Interstate 35)

Frequently asked questions

How do I sign in to the website?

Sign on to: <https://mcs.iamvd.com>

Enter your client ID in the "Account Id" field.

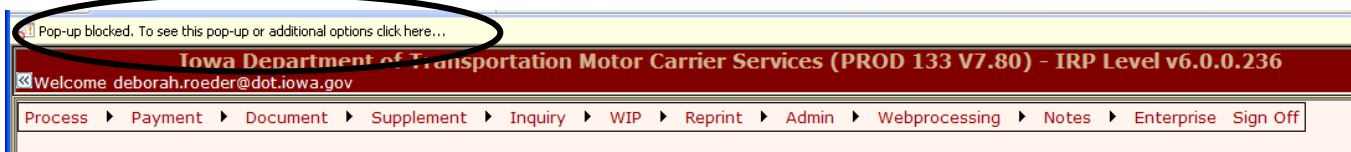
Enter your "Password."

Click on the drop-down box and select then "**External User.**"

Click on the "Sign In" button.

When I press "View Invoice" nothing happens. What should I do?

Your pop-up blocker is blocking the window from opening. If you look at the space above the red banner as shown below, you will see the "Pop-up blocked" alert. Follow the instructions to "Always allow pop-ups from this site." This is a one- time change.



What do I really enter in the "Account Id" field? The example shown is "Joe.smith."

Always enter your "client ID" number.

I cannot access the system. What do I need to do?

Typically, you cannot access the system because your CAP LOCK is on. Passwords are case sensitive and are required to be at least eight characters. Passwords must have at least one uppercase and one lowercase letter and either a number or a symbol. An example of an acceptable password would be something like your last name and address numbers: Idot1234.

Can I pay online?

At this time, you can pay online only if you have an escrow account with the Office of Motor Carrier Services. Contact the Office of Motor Carrier Services to establish an escrow account. The escrow account can be shared between IFTA and IRP, and it is a great way to speed up processing.

Why do I have to change my password?

Passwords are changed for security purposes. Too many times we hear about people "losing their identity" through the Internet. The Iowa DOT takes every precaution it can to keep this from happening to you.

Can I use the same password I use for Iowa tax?

If it meets the same criteria, yes.

REMINDER: IFTA and IRP share a password in our online system. If two different areas handle IFTA and IRP, you must coordinate the password and security questions.